

# Windlesham Village Infant School

## Charging and Remissions Policy



**Last Review Date:** Summer 2021

**Next Review Date:** Summer 2022

### AIMS

Windlesham Village Infant School aims to value each pupil as an individual and enable them to achieve their full potential through a wide variety of opportunities and experiences. This document sets out the school's policy for charging for the provision of this wide variety of opportunities and experiences. Whilst the intention is to apply the policy equally in order to promote fairness, every effort will be made to ensure that no child is prevented from participating because of financial circumstances.

### OBJECTIVES

- a) To maintain the right to free school education
- b) To establish that activities offered wholly or mainly to pupils during normal teaching time should be available to all pupils regardless of their parent's/carer's ability to pay.
- c) To confirm the right to invite voluntary contributions for the benefit of the school, or in support of an activity, whether during or outside school hours. (No direct debit or standing order mandates may be sent when requesting contributions and colour coded messages as reminders should be avoided.)

### EDUCATIONAL TRIPS AND EXPERIENCES OFFERED IN SCHOOL

No charges may be made where the education is provided:

- a) To fulfil requirements of the National Curriculum
- b) To fulfil requirements for religious education

### EQUIPMENT

- Neither parents/carers nor pupils may be required to pay for, or to supply any materials for educational use during school hours.
- Parents/carers can be invited to provide materials voluntarily.
- Parents/carers may be asked to replace or pay costs to replace any damaged or lost equipment. (e.g. Home Readers)
- Central to the delivery of the school's curriculum are real life experiences. The school organises a wide and varied range of educational visits and visitors many of which are free. The school does ask for voluntary contributions for some visits and visitors. FOWVIS (Friends of Windlesham Village Infant School) might pay for the event/experience. If the school receives insufficient voluntary contributions for an activity then the activity may be cancelled.
- The school may charge for clubs outside of normal school hours that are not part of the National Curriculum. The cost will be made for materials and resources and will not exceed the cost of the optional extras divided by the number of pupils participating.

The School pays for educational visits and visitors during school hours through:

- Voluntary contributions from parents/carers
- Use of the pupil premium fund from the school budget
- Support from other sources ie Friends of Windlesham Village Infant School

The cost of an educational visit or visitor is made up of

- Entry or booking fees
- Travel costs ie cost of train tickets, coach hire etc
- Board and lodging if the trip is residential

The School will publish dates for these events in each term's calendar and give at least 4 weeks' notice for any trip or visit. Parents/carers may be asked to contribute towards an annual educational visit which links with topic themes.

### ***Parents/carers must be told -***

***That there is no obligation to contribute; pupils will not be treated differently according to whether or not their parents/carers make a contribution.***

- All pupils are allowed to experience the visits and visitors regardless of payment but if the school does not receive sufficient voluntary contributions then the school reserves the right to cancel the trip/event.
- All information relating to payment method is confidential.
- Parents/carers are welcome to discuss any concerns with the Headteacher and in many incidents pupils who qualify for the pupil premium will have the cost of the trip or visitor subsidised by the school.
- Where a child may be prevented from participating because of other financial hardship, consideration will be given to reducing the voluntary contribution expected.
- Any shortfall will be met by the school.

Charges levied for day trips will represent the actual cost of providing the trip. No profit will be made. Once a trip has been paid for, there will be no reimbursement for absentees on the day.

Where sponsorship or donations have been received towards the cost, it is for the school to decide how to use them. Contributions may be offset against the cost as a whole or used to reduce or remit the charge for individual children who would be unable to participate because of financial hardship.

Children will be treated equally regardless of the amount of voluntary contribution made by their parents/carers.

### **ACTIVITIES AND VISITS OUTSIDE SCHOOL HOURS**

- a) Participation: for an 'optional extra' this will be on the basis of parental choice and a willingness to meet the charges involved.
- b) Compulsory Charges: these may not exceed the actual cost for a particular pupil, and may not include a subsidy for any other pupil.
- c) Pupil Premium: may also be used to enhance the learning of a child who falls under this category.

### **REMISSION AND SUPPORT**

- Wherever charges are made or voluntary contributions are sought, the school will be willing to consider any request, either for remission of charges, or for assistance towards the cost of an optional extra, in the interest of enabling as many pupils as possible to participate in worthwhile activities.
- Children applying to private schools will be provided with the report that accompanies each child to their new (maintained) school which is in itself a comprehensive document. This 'basic' school report should be sufficient evidence for all admission purposes. 'Additional' reports will only be prepared if the first report is not accepted by the school to which application is being made and a voluntary contribution will be invited if an additional report is requested.
- There will be no charge for passport applications but voluntary contributions are much appreciated.

This policy will be reviewed annually.